




The Advisor Advocate

Tech Tools: Microsoft OneNote

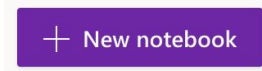
Have you been invited to work on a project? Or are you looking for a tool to organize your next collaboration? There are many solutions, and perhaps you have a tried and true system that works for you. If you are in the market for a new tool, try OneNote as a powerful collaborative note-taking tool.

Tool Spotlight: Microsoft OneNote



OneNote is available to IUP students and staff through their Office 365 subscription. You can access it by clicking on  at the top left corner of your [IUP Outlook email](#).

OneNote is a digital notebook. You choose how you want to organize the content by setting up **notebooks**. Notebooks are further divided into **sections** and **pages**.



The screenshot shows the OneNote interface with several callouts explaining features:

- Add meeting details:** Points to the Meeting Details button in the ribbon.
- Optional: add emojis to pages:** Points to an emoji icon on the page title.
- These are sections:** Points to the left-hand navigation pane.
- These are pages:** Points to the right-hand page content area.
- Add a new section:** Points to the 'Add section' button at the bottom left.
- Add a new page:** Points to the 'Add page' button at the bottom left.
- Draw, highlight and annotate on page:** Points to a red arrow annotation on the page title.
- Embed files and media:** Points to a PDF icon labeled 'IUP Advise Quick' on the page.

Handwritten notes on the page include:

- * also interested in Health services Admin*

For more information and tutorials about getting started with OneNote, visit [Microsoft Office support](#).